

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4370 Web site: www.courtinfo.ca.gov/jobs

EMPLOYMENT OPPORTUNITY

JOB TITLE: **BUDGET ANALYST**
Trial Court Budget Program and Policy Unit

JOB CODE: **2597**

LOCATION: **San Francisco, California**

TRIAL COURT BUDGET PROGRAM AND POLICY UNIT

The Trial Court Budget Program and Policy Unit is responsible for: assisting in coordinating the development of the annual statewide trial court budget; determining various funding allocations and reimbursements, such as security, jury, and court interpreters; and assisting the courts with resolution of fiscal issues. Staff provides both direct and indirect support to the trial courts and coordinates with regional staff on programmatic issues. Trial Court Budget Program and Policy staff works closely with other divisions in the AOC that support trial court programs, such as the Court Interpreter Program and the Judicial Branch Workers' Compensation Program.

The Budget Analyst position in the Trial Court Budget Program and Policy Unit will perform the full range of analytical tasks in providing direct assistance to the trial courts in developing and managing their budgets; assisting the courts with resolution of fiscal issues; developing expertise in assigned program areas; coordinating with Budget, Data, and Technical Support staff, Trial Court Regional Budget Support staff, and other AOC staff on programmatic issues; and assisting in the development of the annual statewide trial court budget.

RESPONSIBILITIES

- Analyze and review budget-related legislation and expenditure reports and draft necessary issue reports and fiscal analyses;
- Create and maintain complex spreadsheets for various assigned programs;
- Confer with staff of executive and legislative branch agencies on budgetary matters, and respond to questions on budget issues;
- Perform ongoing budgetary control of appropriations;
- Review and analyze budget information submitted by the courts and AOC units;
- Meet with managerial and executive staff to discuss specific needs and recommend changes or adjustments in court budgets;
- Prepare reports and presentations to the Judicial Council;
- Develop subject matter knowledge in assigned programs;
- Assist with various budget drills, as needed;
- Provide staff support to AOC committees and working groups;
- Research fiscal issues and prepare analysis for AOC Finance Division management, as requested; and
- Perform other duties, as assigned.

MINIMUM QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in business or public administration or finance, and three years of professional analytical experience in budget development, analysis, and planning.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience.

OR

Two years as a Staff Services Analyst (or equivalent classification) performing budget duties in the executive or legislative branches of the California state government.

OR

Two years as a Staff Analyst with the judicial branch in budget development, analysis, and planning.

Must be available to work occasional evening and weekend hours, as needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of developing and administering multiple, complex budgets;
- Practices of reviewing financial documents for completeness and accuracy;
- Principles and practices of budgeting and financial procedures;
- Principles and techniques of preparing effective oral presentations;
- Principles and techniques of preparing a variety of effective written materials; and
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.

Ability to:

- Analyze and review budgets and financial operations;
- Interpret, explain, and apply requirements, rules, and regulations related to various funding sources;
- Maintain accurate financial records and prepare accurate and timely reports;
- Research subjects and provide well-written analyses;
- Use tact and discretion when dealing with sensitive budgetary matters and with those contacted in the course of the work;
- Communicate effectively in English, orally and in writing;
- Organize own work, set priorities, and meet critical deadlines;
- Work well with other team members; and
- Establish and maintain effective working relationships with those contacted in the course of their work.

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, the position will remain open until filled. This position requires the submission of our official application and response to the attached supplemental questionnaire. Resumes without these documents will not be considered. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Finance/Accounting/Budget", and search for Job Req. #2597, Budget Analyst.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
Human Resources Division
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3660
Telephone: 415-865-4272 Telecommunications Device for the Deaf

Pay and Benefits

Salary Range: \$5,325 – \$6,471 per month in San Francisco

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire
For
Budget Analyst
(Job Req:#2597)

Your answers to this supplemental questionnaire must be returned with your application in order for your application to be considered for review. The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions.

1. Briefly describe the scope and extent of your budget experience as it relates to your current position and/or the position where the majority of your budget experience lies. Please include size of budget, size of the overall organization and budget unit, the budget process with which you are most familiar, and your specific duties.
2. Describe your exp. w/ budget practices & procedures of public sectors. Include preparing baseline budgets, collecting data & drafting change proposals , or any other communications, designing & conducting training, & implementing program budgeting.
3. Please indicate your level of proficiency with Microsoft Excel as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
4. Please describe any other spreadsheet software with which you are familiar and your level of proficiency as "Beginner", "Intermediate", "Advanced" or "None".
5. Please describe your level of proficiency with Microsoft Access as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
6. Please describe your experience with database software other than Microsoft Access and indicate your level of proficiency as "Beginner", "Intermediate", "Advanced" or "None".
7. Proficiency with Oracle financials?
8. Please indicate your level of proficiency with CALSTARS as "Beginner", "Intermediate", "Advanced", or "None".